
STATE OF INDIANA

DEPT OF LOCAL GOVERNMENT FINANCE



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TO: County Auditors and County Assessors

FROM: Department of Local Government Finance

RE: Certification of Budgets, Tax Rates and Tax Levies

DATE: January 2003

This memorandum is written in response to multiple questions raised concerning the Department of Local Government Finance's certification of 2003 budgets, tax rates and tax levies.

Counties without cross-county units

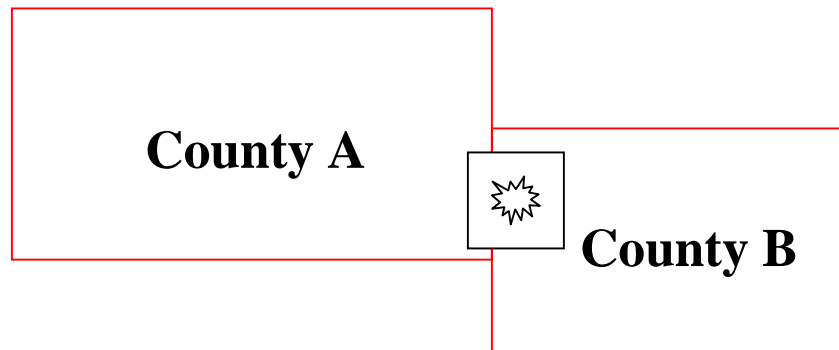
Certification of final budgets, tax rates and tax levies for counties that do not have cross-county units will occur upon the County Auditor's certification of final assessed values. Upon receipt of final values, the Department of Local Government Finance's Budget Division will rework all taxing unit's information.


Counties with cross-county units

For counties that have a taxing unit that crosses county lines, the following process will be used to certify budgets, tax rates and tax levies.

If a taxing unit crosses county lines, the Budget Division will need final net assessed value information from all counties in which the unit lies. The Department of Local Government Finance will accept a partial certification of net assessed values from a county that has not completed assessments for the entire county. If a county has not completed reassessment, the County Auditor may certify the net assessed value that affects a cross-county unit provided the Co. Assessor is able to certify the gross, equalized assessed value for the taxing district(s) to the County Auditor.

For example, if a city lies in County A and has a small portion of the city extending into a taxing district in County B, the Budget Division will need assessed value information for County A taxing districts as well as a certification of the net assessed value from County B's Auditor for that portion of the city in County B. The County Assessor in County B must also certify the "reassessment value" to the County Auditor for application of deductions and exemptions prior to certification to the Department of Local Government Finance.



 Cross-county unit

County Assessors should not provide or certify an “estimate” of gross assessed value based on the 2001 pay 2002 certification to the County Auditor. The assessor certification must reflect the final “reassessment” value of both personal and real property in the taxing district after equalization. Once certified, the assessed value information for the taxing district that contains a cross-county unit will not be changed throughout the certification process. This process should expedite the certification process for most counties.

Upon receipt of final values, the Department of Local Government Finance’s Budget Division will rework all taxing unit’s information.

Final budgets, tax rates and tax levies

After the budgets, tax rates and tax levies are reworked, the Department of Local Government Finance will provide political subdivisions with written notification of any reductions, revisions, or increases the Department proposes in a political subdivision's appropriations, tax levy or tax rate.

IC 6-1.1-17-16(d) reads, "The political subdivision has one (1) week from the date the political subdivision receives the notice to provide a written response to the department of local government finance’s Indianapolis office specifying how to make the required reductions in the amount budgeted for each office or department. The department of local government finance shall make reductions as specified if the political subdivision's response is provided as required by this subsection and sufficiently specifies all necessary reductions."

It should be stressed that our agency will accept recommended changes within seven (7) days after the county is notified by the Department of changes in appropriations, tax levies or tax rates. Requested changes must be postmarked within seven (7) calendar days to be considered. This deadline will be administered strictly to keep from obstructing the tax rate certification process.

When the seven-day response period expires, the Budget Division will certify the 2003 budgets, tax rates and tax levies for the county. Questions or concerns regarding this memorandum should be directed to Melissa Henson, Budget Division, at (317) 232-3773.